



UNITED STATES MARINE CORPS
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-5000

CCO 12410.2B
201-105
14 Oct 92

COMBAT CENTER ORDER 12410.2B

From: Commanding General
To: Distribution List

Subj: CIVILIAN TUITION ASSISTANCE PROGRAM

Ref: (a) CPI 410 (NOTAL)

Encl: (1) DD Form 1556, Request, Authorization, Agreement, Certification of
Training and Reimbursement

1. Purpose. To set forth policy and procedures for the payment of tuition assistance to civilian employees.

2. Cancellation. CCO 12410.2A.

3. Background. The reference established the policy that the head of each activity is authorized to determine training expenses that are entitled to funding support. In making this determination, the activity head is required to be guided by the principles of equity, priority of the need (mission/job relatedness) and sound fiscal management. Payment of training expenses will not result in either a gain or loss to the employee.

a. It is a well established precept that training and development are essential elements in the management of organizations and activities. To the extent that adequate training and educational resources are available, or when prudent management dictates that alternative non-government resources be used, activity heads may authorize expenditure of training and development funds for this purpose.

b. The reference precludes activities from authorizing, approving or funding self-development (either on or off duty) that is not related to present duties or to planned or likely future assignments. Assistance may be provided, however, to an employee who wishes to pursue job related or occupation-oriented self-development. Funds may be authorized to cover such expenses as tuition and matriculation fees, library and laboratory services, books, materials and supplies.

4. Policy. The policy of the Combat Center is to encourage individual self-development in any area. Financial assistance, subject to availability of funds, may be available to those employees engaged in approved educational activities directly related to their present duties or planned or likely future assignments.

a. DD Form 1556 must be approved prior to enrollment to ensure reimbursement.

b. Tuition assistance, as approved, will be paid to the employee when training is completed and a grade of C or better is received.

5. Action

a. The employee is responsible for having DD Form 1556 completed using enclosure (1) as a guide, obtaining supervisory and unit funding approval, and forwarding the completed form to the Employee Development Branch of the Human Resources Office (HRO). Upon completion of the training, provide a copy of a grade report to the Employee Development Officer indicating a grade of C (2.0 on a 4.0 scale) or better was received along with any receipt(s) for authorized expenses incurred.

b. Authority to approve employee requests for tuition assistance is delegated to the following individuals:

(1) Supervisor - approve or recommend approval by completing Blocks 32a-d of DD Form 1556.

(2) Directors, Commanding Officers, Officers in Charge, as Fund Administrator - approve and certify availability of funds.

(3) HRO - certify cost effectiveness of the educational event (i.e., whether a suitable government-sponsored or non-government source could be substituted at less cost), applicability to the occupation or career field of the employee, and the potential for benefit to the Combat Center/Activity as a direct result of training. Complete Blocks 33a-d of DD Form 1556. In addition, upon receipt of a satisfactory grade report, prepare NAVCOMP Form 2277, Voucher for Disbursement, and forward to Disbursing for payment to the employee.

6. Summary of Revision. This Order has been substantially revised and should be read in its entirety. The revision provides guidance on procedures, adds unit funding approval authority, and restates employee requirements for reimbursement under the civilian tuition assistance program.

7. Applicability. This Order is applicable to all Combat Center units employing Civil Service personnel.


P. M. IVERSON
Chief of Staff

DISTRIBUTION: A-2 plus HRO (50)

DD FORM 1556, REQUEST, AUTHORIZATION, AGREEMENT,
CERTIFICATION OF TRAINING AND REIMBURSEMENT

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT											
A. Agency code and subelement, and submitting office number (11-15-2222) NV 27-2531			B. Standard document number (Orig identifier FY, Doc, Type code/ Serial number)			C. Request Status or Process Code (X one) (1) Initial (2) Resubmission (3) Correction (4) Cancellation		D. Amendment No.			
Section A - TRAINEE / APPLICANT INFORMATION											
1. Name (Last, First, Middle Initial) EMPLOYEE: COMPLETE/HAVE COMPLETED ALL ITEMS CIRCLED.			2. Last 5 letters of last name		3. Social Security Number		4. Ed. level		5. Continuous Federal Svc a. years b. Months		
6. Home Address (Street, City, State and ZIP Code) (optional)			7. Phone Numbers (include area code) a. Home b. Office			8. Position Title		9. Position Level (X one) a. Executive b. Manager c. Supervisory d. Non-Supervisory e. Other (Specify)		10. Pay Plan Series Grade Step (Rank: MOS, AFSC or Navy Designator)	
11. Organization Name			12. Organization Mailing Address (include ZIP)			13. Organization UIC (1) Commercial (2) Automation		14. Type of Appointment		15. No. prior non-government training days	
16. Are you handicapped or disabled? (X one) Yes No			17. Course Title								
Section B - TRAINING COURSE DATA											
18. Training Objectives (Benefits to be derived by the Government)						19. Recommended Training Source, School or Facility a. Name b. Mailing address (include ZIP)					
20. Course Codes a. Purpose b. Type c. Source d. Special interest e. Training vendor						21. Location of training site (if other than 19b) a. Security Clearance b. Allocation Status c. Reason for Selection d. Priority e. Training Level f. Method of Training g. Complete					
22. Course Identifiers a. SAID b. Catalog Course No (If known) c. Opening TLN						23. Course hours (4 digits) a. Duty b. Non-duty c. TOTAL					
Section C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)											
24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box →											
25. Direct Costs a. Tuition cost b. Books, material, other costs c. Total direct costs d. Funding source			26. Indirect Costs (for information only) a. Travel cost b. Per diem/other costs c. Total indirect costs d. Labor Costs			27. Accounting Classification a. Signature of Fiscal Officer (Follow local procedures) b. Total of Direct & Indirect Costs					
Section D - APPROVAL / CONCURRENCE / CERTIFICATION											
28. Supervisor: I certify training is job related and nominee meets prerequisites. (If not, attach waiver) a. Typed Name (Last, First, Middle Initial) b. Signature & Title c. Date					29. Training Officer: I certify this training meets regulatory requirements. a. Typed Name (Last, First, Middle Initial) b. Signature & Title c. Date						
30. Authorizing Official a. Action (X one) (1) Approved (2) Disapproved b. Typed Name (Last, First, Middle Initial) c. Signature & Title d. Date					31. Course Acceptance (To be completed by school official) a. Accepted b. Not Accepted c. School Official Signature d. Date						
32. Billing Instructions (Identify discount terms, furnish original invoice and 3 copies to) HUMAN RESOURCES OFFICE BLDG 1560-T1, MCAGCC 29 PALMS, CA 92278-5000					33. Course Completion (To be completed by school official) a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo → b. Actual Completion Date (YYMMDD) c. Grade d. Signature & Title e. Date						
34. Certifying Government Official a. certify that this account is correct and order for payment in the amount of \$ b. Signature c. Date Signed d. SSN Number e. Check Number f. Cusher Number					35. TRAINING FACILITY Invoice should be sent to office indicated in item 32. Please refer to standard document number given in item 8 at top of page to assure prompt payment.						

DD Form 1556, MAR 87
COPY 1-AGENCY (TRAINING PERSONNEL FOLDER)

Previous edition may be used until exhausted

DoD exception to SF 182
approved by GSA / IRMS 11-86

ENCLOSURE (1)

